REPLY TO
ATTENTION OF

DAAR-HR   27 April 2005

MEMORANDUM FOR All Army Reserve Soldiers

SUBJECT: Department of Defense (DOD) Civilian Employment Information (CEI) Program

1. The Civilian Employment Information (CEI) Program, mandated in law by Congress requires that all Reserve Component members including Army Reserve Soldiers provide their civilian employment status, along with the employer's name and address, actual civilian job title, and years employed with your current employer. The CEI program presents an unprecedented opportunity for all Army Reserve Soldiers to foster a stronger relationship between the Army Reserve and the Civilian Employer community. It is designed to help us help protect you, your family, and your civilian employer.

2. The CEI program allows consideration of the civilian employer, by excluding from mobilization, those Soldiers who possess skills critical to the Nation's civilian workforce, and those employed as first responders in areas in direct support of Homeland Defense activities. Equally important, the CEI will help keep the Soldier, their employers, and families informed of their rights, responsibilities, and policies that benefit both under the Uniformed Service Employment and Reemployment Rights Act (USERRA).

3. As we continue to fight the Global War on Terror, we must fix CEI information now, as there are time sensitive factors that benefit you as a Soldier and your employer. I cannot express how critical your compliance with the requirements of the CEI Program is. It is important to you, your family, and the Nation. It is a matter also of complying with the laws of our Nation. Your contribution and leadership in support of the CEI program will make a tremendous impact to our Nation's readiness both abroad and at home.

4. I thank you in advance for your effort to support the CEI program, your employer, and the Army Reserve.

JAMES R. HELMLY
Lieutenant General, USA
Chief, Army Reserve